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**TOWN OF ACTON**  
472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 264-9628  
Fax (978) 264-9630

Recreation Department

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## MEMO

DATE: December 15, 2011  
TO: Steve Ledoux Town Manager  
FROM: Maura Haberman  
RE: Donation Acceptance – Dunkin' Donuts      \$1,000 Fiscal  
   \$4,600 Product Value  
   **Total Value: \$5,600**

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For your acceptance, a fiscal donation has been pledged in the amount of \$1,000 and a product valued at \$4,600 has been received from Big Fish Promotions, LLC on behalf of Dunkin' Donuts Corporation, 80 Commerce Street, Glastonbury, CT, 06033. This donation was given for the following 2010 events:

1. **Winter Carnival (acct #3751):** \$500 donation and \$2,300 product value for sampling for public at event
2. **July 4<sup>th</sup> Fireworks & Concert (acct #3762):** \$500 donation and \$2,300 product value for sampling for public at event

The fiscal donation will be used to support designated event overhead and free product distributed for event specified.

Thank you.